



Form Request for Statement of Attainment / Certificate

Students who have completed their studies and are wishing to receive their Statement of Attainment / Certificate should fill out the following information. This form can then be submitted in hard or soft copy to Matrix Training (MT).

Personal Information

Student Name:

Course:

Student Number:

Type of certificate/authorised letter required:

Unique Student Identifier (USI):

Email:

Phone Number:

Signature: _____ Date: _____

Qualification Collection

Please indicate which one of the following options you prefer

- Self-pick-up from MT
- By post (\$15 for local registered post, within Australia)
- Nominating a different person to collect on your behalf

Please enter your contact details

Phone Number:

Email:

If by Post: Please enter delivery address. The postage will only be made within Australia. If you require international postage, please contact the MT Administration / Support.

Postal Address:

Town/Suburb:

State:

Postcode:

If nominating a different person:

Nominee's Name:

Email:

Phone Number:

Date: _____

Signature: _____

Pre-Issue Qualification Checklist

For official use only:

DESCRIPTION	AUTHORISED SIGNATURES
<input type="checkbox"/> Qualification Issue form signed by student	
<input type="checkbox"/> Student name spelling checked	
<input type="checkbox"/> Course start date and finish date checked	
<input type="checkbox"/> Course Title checked	
<input type="checkbox"/> Course code and name checked	
<input type="checkbox"/> Unit codes and titles checked	
<input type="checkbox"/> Student Assessment Record checked	
<input type="checkbox"/> Number of credit transfers checked	
<input type="checkbox"/> Compile results, credit transfer application and qualifications	
<input type="checkbox"/> Authority Signature checked	
<input type="checkbox"/> Accounts clearance checked	
<input type="checkbox"/> Signed qualification log-book and register (in case of collection at Head Office)	

Record Officer's Signature: _____

Qualification issue date: _____

Student's Signature _____

(in case of in person collection):

Date qualification received: _____